



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: August 14, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly, please contact us and/or go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	1.23	Provision of Staff Housing-Utilities and Meals in DCS-Operated Facilities	1	08/01/08	CS-0538 Standard Rental Agreement CS-0833, Community Residential Program Employee Attendance Sign-in Sheet
Summary of Policy revisions for 1.23: Supersedes 1.23, 06/01/06: Revisions: Updated rent and utility amounts as outlined in Department of F & A Policy 16-Maintenance. Section H revised to add a process for DCS group homes to account for employee meals. Minor policy review required.					

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

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2.	9.8	Transfer of Juvenile Justice Youth Case Files	9	09/01/08	CS-0060, Facility Face Sheet CS-0187, Checklist for Records Transfer
Summary of Policy revisions for 9.8: Supersedes 9.8, 05/01/08; Sections A, C and D of policy revised to include additional instructions for transferring of educational records. Policy on <i>Preview</i> . Major policy review required.					
3.	14.16	Child Protective Services Case File Organization	14	08/01/08	CS-0726, Child Protective Services Case File Documentation Checklist GS-0989, Certificate of Record Destruction
Summary of Policy revisions for 14.16: Supersedes 14.16, 05/01/08: Revision: Section G: RDA re-numbered (by Dept. of General Services) for <u>Closed CPS- Non Fatality Case Files</u> to - <u>RDA 2993</u> ; RDA 2843 and 2845 deleted. Minor policy review required.					
4.	15.3	Surrender of Parental Rights of a Child To The Department Of Children's Services	15	08/01/08	CS-0649 Medical/Social History for a Child and Child's Family CS-0651 Surrender of a Child To Tennessee Department of Children's Services Or A Licensed Child Placing Agency By A Parent or Guardian In Tennessee CS-0652 Surrender of Child In Tennessee Directly to Adoptive Parents by a Parent Or Guardian CS- 0653 Surrender of Child By Parent Or Guardian In Another State To The Tennessee Department of Children's Services or a Licensed Child Placing Agency By a Parent or Guardian in Another State or Territory CS-0846 Surrender of a Child by a Parent or Guardian Residing or Temporarily Residing In a Foreign Country to Tennessee Department of Children's Services or a Licensed Child-Placing Agency CS-0847 Surrender to a Licensed Child-Placing Agency or Tennessee Department of

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					<i>Children's Services by an Inmate of a State or Federal Penitentiary.</i> <i>CS 0695 Resource Exchange for Adoptable Children in Tennessee Child Entry Information</i> <i>CS -0696 Resource Exchange for Adoptable Children in Tennessee Child Status Information</i> <i>CS-0697 Resource Exchange for Adoptable Children in Tennessee Family Entry Information</i> <i>CS-0698 Resource Exchange for Adoptable Children in Tennessee Family Status Information</i>
*Policy updated into new policy format as listed above. Supersedes 15.3, 0701/08. Policy statement corrected.					
5.	16.20	<u>Expedited Custodial Placements</u>	16	08/06/08	<i>CS-0427, Child's Medical Record (when applicable)</i> <i>CS-0544, Resource Home Placement Checklist</i> <i>CS-0553, Discipline Policy</i> <i>CS-0626, Expedited Child Placement Contract</i> <i>CS-0660, Disclosure Statement (Options/Services Available to Relatives)</i> <i>CS-0668, Authorization for Release of information (for all adults in the home)</i> <i>CS-0690, Resource Home Study Verifications Checklist</i> <i>CS-0678, Resource Parent Medical Report</i> <i>CS-0682, Expedited Placement Assessment Summary</i> <i>CS-0687, Internet Reference Clearance (for all</i>

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					<p>adults in the home)</p> <p>CS-0691, Fingerprint Card Information (for all adults in the home)</p> <p>CS-0741, Data Base Search Results</p> <p>CS-0750, Background Criminal History-Expedited/Emergency Purpose Code X III Name Check</p> <p>CS-0871, Resource Family Disaster Plan</p> <p>CS-0845, Background Checklist and Results Summary (Will be posted soon)</p>
<p>Summary of Policy revisions for 16.20: Supersedes 16.20, 10/01/07; Section A: Clarifies that FSW's will complete local court checks the first business day court access is available; New forms added: CS-0871, Resource Family Disaster Plan and CS-0845, Background Checklist and Results Summary. Minor policy review required.</p>					
6.	16.60	Multiple Response Services-Family Services Worker Responsibilities	16	07/01/08	<p>CS 0498 Family Intervention Services Application</p> <p>CS 0668, Authorization for Release of Information to the Department of Children's Services and Notification of Release</p> <p>CS-0699, Notices of Privacy Practices</p> <p>CS-0787, Non Custodial Permanency Plan</p> <p>CS-0827, Non Custodial Consent for Transportation</p>
<p>Summary of Policy revisions for 16.60: Section A: Second sentence added to “Note” for clarification: “However, in the event the child enters DCS custody as a result of the CFTM, the Child and Family Team Meeting Summary (CS-0747) will be completed. The CFTM Summary documents the team's decision and that all participants have been informed of their TennCare Appeal Rights. Minor policy review required.</p>					

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7.	21.2	Educational/Vocational Training Programs	21	09/01/08	None
Summary of Policy revisions for 21.2: Supersedes 21.2, 05/01/07; Section E, 2 of policy revised for principal to make determination whether a change in a youth's academic/vocational program is feasible. Policy on <i>Preview</i> . Minor policy review required.					
8.	30.2	Purchasing	30	07/01/08	CS-0249, Procurement Request
Summary of Policy revisions for 30.2: Supersedes 30.2, 12/01/06: Policy revised to remove reference to "Corporate Express" as the contractor to order office supplies. Office supplies will be requested by submitting form CS-0249, <i>Procurement Request</i> to the Procurement Office in Support Services. Minor policy review required.					

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